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ECONOMIC INTELLIGENCE COMMITTEE

Control No. 487423
EIC-D-304/1
3 July 1958

MEMORANDUM FOR: Chairman, EIC Subcommittees

SUBJECT Revision of Subcommittee Terms of Reference

REFERENCES: DCID 3/1: Production and Coordination of Foreign Economic Intelligence, approved by IAC 10 June 1958; EIC-D-123/2, General Concepts and Functions of EIC Subcommittees, 20 Dec. 1955; and Model Terms of Reference for EIC Subcommittees, approved by the EIC, 20 Dec. 1951

1. On 10 June 1958, the Intelligence Advisory Committee approved DCID 3/1: Production and Coordination of Foreign Economic Intelligence. This new DCID incorporates, for the first time, the EIC Terms of Reference* as an integral part of the document. The EIC believes it advisable for each EIC Subcommittee to revise its Terms of Reference in the light of DCID 3/1 and EIC-D-123/2.

2. Although a Subcommittee may be called upon by the EIC to assist in carrying out any of its responsibilities, certain functions clearly require the initiative of the Subcommittees themselves. These functions fall within sub-paragraphs 3.a(3), (4), (5), (6), and (7) of DCID 3/1. In order to assist in revising your Subcommittee's Terms of Reference in conformance with the referenced documents, the Secretariat has prepared a "Model Terms of Reference for EIC Subcommittees".** The format of your revised Terms of Reference should conform to this model; appropriate substantive additions and changes should be effected by Subcommittee agreement.

3. As soon as your Subcommittee has completed the revision, 30 copies for a ditto master should be forwarded to the EIC

* The EIC Terms of Reference were formerly set forth in IAC-D-22/1 (Revised), 29 May 1951.

** EIC-D-304/2, attached.

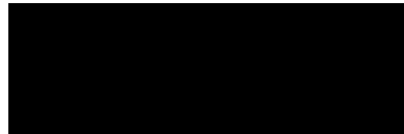
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Secretariat. The Secretariat will disseminate the drafts to the EIC members for review and will schedule consideration of the draft for early EIC action.

4. Drafts of revised Terms of Reference are due in the EIC Secretariat not later than 31 October 1958; earlier submission will mean that prompt action by the EIC on the proposed draft will be possible.



Executive Secretary

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Control No. 487424
EIC-D-304/2
3 July 1958

**MODEL TERMS OF REFERENCE FOR SUBCOMMITTEES
OF THE ECONOMIC INTELLIGENCE COMMITTEE**

(Approved by the EIC on _____)

A. Mission of EIC Subcommittee on _____

The mission of the EIC Subcommittee on _____ is to provide an organizational framework for carrying out within its field the basic review and coordination responsibilities of the EIC and for ensuring that, on intelligence matters in its field affecting the national security, the intelligence community is supported by the full economic knowledge and technical talent available in the Government.

EIC-D-123/2,
20 Dec. 1955,
and DCID 3/1,
10 June 1958
combined as
appropriate

B. Membership and Organization

1. Membership of the Subcommittee on _____ consists of representatives of the IAC agencies as designated by these departments and agencies and approved by the EIC.

2. Representatives of other government departments and agencies may participate as Associate Members of the Subcommittee upon approval of the EIC.

3. Active participation by agency representatives depends upon (a) the extent to which each agency concerned has production responsibilities in the field of _____, (b) the extent to which an

Original SC
Terms of
Reference,
20 Dec. 1951;
EIC-D-123/2;
and DCID 3/1
combined as
appropriate.

* The title of a Subcommittee normally defines the subject matter scope of its responsibilities. When deemed appropriate by a Subcommittee, it may prepare an Annex to its Terms of Reference defining in detail the subject matter scope of the Subcommittee.

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B. 3 (contd)

agency has an interest in economic intelligence of broader scope which involves reference matters within the scope of the subcommittee; and (c) the availability of qualified personnel.

4. The Chairman of the subcommittee is designated by the EIC and the Central Intelligence Agency provides the permanent Secretariat. The Subcommittee may set up ad hoc working groups as necessary to assist in carrying out any of its assigned functions. The production of interdepartmental economic intelligence normally is assigned to ad hoc working groups rather than to the Subcommittee proper.

C. Functions

1. As the standing interagency intelligence group of professional and technical personnel in the field of _____, the Subcommittee shall perform the following minimum functions:

Original Terms
of Reference
and EIC-D-
123/2

(a) With the guidance of current Priority National Economic Intelligence Objectives, identify significant research and collection deficiencies in its field of responsibility and;

not less than
annually added
to ensure re-
porting with
SC annual re-
port. Remainder
a combination
of original
Terms of
Reference.
EIC-D-123/2
and DCID 3/1

(b) Develop and report not less than annually to the EIC ways in which these recognized research deficiencies could be, or are being, corrected and ways in which improvements could be, or are being, made in economic intelligence collection requirements and in the distribution and processing of economic intelligence information.

(c) Facilitate review of proposals for external research contracts in its field in accordance with the provisions of DCID 3/1 using the procedures adopted by the EIC.
/See EIC-D-112/1, 5 June 1958, Procedures for EIC Review of Proposed US Governmental External Economic Research Contracts Involving More Than \$5000.7

Original Terms
of Reference;
EIC-D-123/2;
and DCID 3/1

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EIC-D-304/2

C. (contd)

(d) Produce, on its own initiative (with EIC approval), or when directed by the EIC, interdepartmental economic intelligence on subjects in its field which transcend the competence of a single department or agency.

DCID 3/1
and
EIC-D-123/2

(e) Arrange on its own initiative, or when directed by the EIC, for the coordination of individual agency reports deemed of sufficient national security importance to warrant the solicitation of concurrences from the representatives on the Subcommittee. Arrange for coordination with other Subcommittees as appropriate.

DCID 3/1 and
EIC-D-123/2

(f) Mobilize, in support of the intelligence community, the full economic knowledge and technical talent in its field available in the Government. Such support will normally take the form of ad hoc responses to the requests of other IAC Committees. [e.g. -- The IAC Ad Hoc Committee on Exchanges]

DCID 3/1

2. In addition to the minimum functions outlined above, the Subcommittee on _____ shall perform the following functions when appropriate:

EIC-D-123/2
SCs should
list these
and/or other
functions as
they are
appropriate

(a) To assist the various agencies in the programming of research in order to minimize duplication and assure as effective a distribution of research effort as is practical in view of each agency's responsibilities.

(b) To provide an opportunity for the review and comparison of methodologies utilized in research in the field covered by the Subcommittee.

(c) To provide an opportunity, where appropriate and practical, of obtaining closer agreement on selected basic statistics within the field of competence of each subcommittee.

(d) To bring to the attention of the EIC current problems and requirements for coordinated research which are recognized by the members of the subcommittees.

EIC-D-304/2

D. Operating Procedures

The Subcommittee shall establish its own operating procedures subject to the following conditions:

1. It shall meet in formal session at least once each fiscal year to prepare and approve its Annual Report to the EIC. The Annual Report will be responsive to the request of the EIC Secretariat and will report on the activities of the Subcommittee in fulfilling its mission as outlined in C, above. The Subcommittee will schedule other meetings as required to fulfill its missions.

Added for
Administrative
clarity

2. The Subcommittee Secretariat shall provide all members of the EIC, the Subcommittee, and the EIC Secretariat with copies of the Agenda and minutes of its meetings.

From
Original Terms
of Reference

3. Reports and recommendations which have been approved by the Subcommittee may be transmitted to the EIC without comment. In case of dissent, the transmittal must be accompanied by an appropriate statement, prepared by the dissenter(s), advising the EIC of the nature and substance of the dissent.

From original
Terms of
Reference, but
revised for
clarity